



## STAFF REPORT

Agenda Title: Consent Agenda Items

Presenter: Mayor VeHaun

Staff Contact: Shannon Tuch

Meeting Date: December 20, 2022

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### Summary:

*In general Consent Agenda items include those matters that are expected to have no opposition or those stemming from previous actions taken by the Board of Commissioners. Staff recommendations are in favor of all items on the Consent Agenda. Any one commissioner may ask to move an item from the Consent Agenda to Old or New Business portions of the agenda for further discussion or separate vote. The time to make the request is prior to a vote on Approval of the Agenda.*

#### **1. November 15, 2022 Regular Meeting Minutes.**

#### **2. Amendment to Town of Woodfin Personnel Manual - Holidays**

The Personnel Manual is currently inconsistent and refers to 13 paid staff holidays in some years, but only 12 in others. The discrepancy occurs according to what day of the week the Christmas holiday falls on. If December 25<sup>th</sup> falls on a Tuesday, Wednesday, or Thursday, staff receives 3 paid days off; however, if December 25<sup>th</sup> falls on a Friday, Saturday, Sunday or Monday, the staff receive only 2 paid days off. For consistency across the county, staff is recommending a revision that aligns the town's calendar with that of Buncombe County.

#### **3. Reappointment of Jerry Vehaun to the Metropolitan Sewerage District (MSD) Board.**

The Town of Woodfin holds one seat on the MSD Board with all board members serving 3-year terms. The town's seat, currently held by Mayor Vehaun, expires January 2023 and the town is required to either re-appoint Mayor Vehaun or appoint another councilmember to serve in this role. Mayor Vehaun has a good attendance record and is eligible for reappointment and Mayor Vehaun also currently serves as the Board's chairperson. There are no term limits for the town's MSD appointee.

#### **4. Appointment to the Town of Woodfin Comprehensive Plan Steering Committee and Board of Adjustment.**

The town's comprehensive planning process is being re-initiated with a new consultant, Quantum Inc. The Quantum consultants recommend a steering

committee of 10-12 individuals. Six of the existing eight steering committee members are willing to continue to serve, leaving room for 4-6 more individuals. The volunteer opportunity has been shared through the town's social media and other networks, and we currently have two interested volunteers that staff is recommending for appointment:

- Rick Morehead
- Melissa Bertenthal

The Woodfin Board of Adjustment has three expiring terms (1 regular member and two alternate members) and one vacancy due to a recent resignation. One of the three individuals with expiring terms is interested in re-appointment and one of the Board's alternates is willing to step into the role of regular member. Staff recommends appointing:

- Scott Hanson
- Chris DeRonne

Staff will continue to advertise for the remaining seats on both committee/boards, along with an open seat on the Planning & Zoning Commission.

**5. Approval of 2023 meeting schedule – regular meetings and work sessions.**

**6. Salary and Classification Schedule.** Staff is requesting the Town Council consider two changes to the Town's Pay and Classification Schedule including:

1) The addition of a Police Officer Trainee classification. This classification would be one grade below that of a sworn police officer position and could be utilized for trainees that have not fully completed BLET (Basic Law Enforcement Training) or whose state law enforcement test results/certification is pending from the State. This addition would provide an effective incentive and allow more flexibility in filling open officer positions.

2) A change in the Town Clerk's classification from a grade 23 to a grade 25. In Woodfin, the Town Clerk's position includes the responsibilities of a Public Information Officer (PIO) and some HR and Finance responsibilities. In reviewing the salaries of Town Clerks and PIOs in neighboring municipalities and in towns of similar size across the state, elevating the pay grade for this position would bring our classification in closer alignment with others.

**7. Resolution authorizing acceptance of donations.** Towns may accept donations of different kinds, most commonly donations of money or real property. The town has historically issued an annual appeal letter to businesses and churches in Woodfin, and this letter has been updated this year to announce the town's new partnership with

ABCCM. To facilitate donations, staff have added a “Donate Now” button to the town’s homepage which allows interested parties to designate their donation. A Resolution authorizing the acceptance of donations formalizes this practice.